



**THE DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
INFORMATION TECHNOLOGY ANALYST 3 (SHAREPOINT)
(DURATIONAL)**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on a current examination list or lateral transfer.

Location: Hartford

Job Posting No: 116683

Hours: 35 Hours

Salary: \$78,702 - \$101,107 (New hires to state employment start at the minimum salary range)

Closing Date: **Friday, August 11, 2017 (Incomplete or late application packages will not be considered)**

Please note this durational position has an end date of June 30, 2018.

This class is accountable for performing the most complex and technical support work and/or acting as a working supervisor of Information Technology Analysts engaged in information systems development or technical support.

Eligibility Requirement: Candidates must have applied for and passed the **INFORMATION TECHNOLOGY ANALYST 3** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Considerable knowledge of principles and techniques of systems analysis, design, development, and computer programming; considerable knowledge of principles of information systems; considerable knowledge of principles and theories of business and planning functions; considerable knowledge of programming languages; considerable knowledge of project management principles and techniques; considerable knowledge of principles, problems and techniques of data processing and data communication operations; considerable knowledge of data processing and data communications equipment and diagnostic tools; considerable knowledge of methods and procedures used to conduct detailed analysis and design of computer systems; considerable knowledge of principles of complex computer operating systems; knowledge of principles and techniques of business information systems re-engineering; knowledge of network protocols and architecture; knowledge of practices and issues of systems security and disaster recovery; knowledge of applications systems development principles and techniques; knowledge of principles and practices of data base management; considerable interpersonal skills; considerable oral and written communication skills; considerable problem solving skills; considerable technical problem solving skills; considerable analytical skills; considerable ability to prepare correspondence, manuals, reports and documentation; considerable ability to analyze and resolve operational and communications problems; considerable ability to analyze and debug complex software programs; considerable ability to identify, analyze and resolve complex business and technical problems; some supervisory ability.

General Experience: Seven (7) years of experience in information technology (IT) operations, programming, systems/software development or another IT related field.

Special Experience: One (1) year of the General Experience must have been at the full professional working level with responsibility for performing a full range of complex technical support functions in one of the following areas:

1. Assisting in the design, implementation and management of a major communications network.
2. Providing technical and administrative support for a wide area network (WAN) or mini-computer system.
3. Assisting in the installation and maintenance of major sub-systems or installing and maintaining other host and/or network software.
4. Participating in the design and development of system applications.
5. Serving as a project coordinator responsible for coordinating the design, development, programming and implementation of moderately complex information systems projects.

NOTE: For state employees this is interpreted at the level of Information Technology Analyst 2.

Preferred Qualifications and Skills:

Duties include, but not limited to: Implementing high quality, scalable and extendable SharePoint solutions, Awareness of migration and implementation plans that address both tactical and strategic needs, design and implement development workflow, coding, testing and implementing solutions in a Complex SharePoint environment. Individual will be responsible for designing approximately over fifty SharePoint portals for different State agencies. Configures and installs SharePoint application for developing internal CJIS repository; writes program specifications and systems specifications; designs forms, screens and reports; performs related duties as required. Will be taking directions from management in implementing solutions, unit testing for all assigned deliverables. Work from high level requirements through detailed specifications, prototype, software deployment, and administration. Analyze technologies, technical processes and/or functions, document findings, identify areas for improvement, create specifications and implement. Perform any duties as assigned by the Executive Director, Technical Architect, or Operations Manager.

Substitution Allowed:

1. College training in management information systems, computer science or information technology related area may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in management information systems, computer science or electrical engineering may be substituted for one (1) additional year of the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, resume, [CT HR 12](#) (State Application) & [CT HR 13](#) (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals by **Friday, August 11, 2017, close of business** to:

The Department of Emergency Services and Public Protection
1111 Country Club Road, Middletown, CT 06457
Attn: Felicia M. Emanuel, Principal Human Resources Specialist
or
Right Fax: (860) 326-0580

Due to the large volume of applications received, we are unable to confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a fingerprint supported state and federal criminal history records check along with reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Daphne Lewis, Equal Employment Opportunity Specialist 1 at (860) 685 - 8010 or Daphne.Lewis@ct.gov.